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BOARD OF REGENTS
P. O. Box 3677
Baton Rouge, LA 70821-3677
Phone (225) 342-4253, FAX (225) 342-9318
www.regents.state.la.us

Memorandum

To: Wendy Simoneaux, Louisiana State University System
Robbie Robinson, University of Louisiana System
Kevin Appleton, Southern University System
Jan Jackson, Louisiana Community and Technical College System
Nancy Rabalais, Louisiana University Marine Consortium
Melanie Amrhein, Louisiana Office of Student Financial Assistance

From: Todd Barre', Deputy Commissioner for Finance and Administration

Date: June 30, 2011

Re: FY 2011-2012 Operating Budget Request

This memorandum shall serve as the official request from your respective institutions for the completion of the FY 2011-2012 operating budget and athletic budget forms. All forms and instructions needed to complete these requests can be found on the Board of Regents website www.regents.state.la.us under the Finance/Facilities section under the heading "Forms and Reports"/"Operating budget data", and I direct your attention to them and urge your review before proceeding to complete. The process and forms are the same as last year with two exceptions. First, a new form (BOR-3A) has been included in the electronic workbook to detail the "other" categories in regard to revenues. Second, we will need to receive an electronic version of the BOR-5 for summarizing in addition to the printed copy.

Formula Institutions should send one completed bound set of these operating budget forms for each of your institutions to this office no later than **September 1, 2011**. The column for FY 11-12 budgeted, and FY 10-11 budgeted should be completed and the column labeled FY 10-11 actual should be left blank. In addition to the one completed bound set, the completed BOR FORMS Excel workbook and Excel BOR-5 should be completed and e-mailed to lori.parker@la.gov. Once these FY 2011-12 operating budgets are reviewed by the Board of Regents, the formula institution budgets along with an overall formula funding request will be submitted to the Division of Administration as part of the FY 2012-2013 budget request for formula institutions.

FY 2011-2012 Operating Budget Request

The non-formula units, LOSFA, LUMCON, LSU Pennington Biomedical Research Center, Southern Agricultural Center and each of the four management boards should submit one bound copy of forms BOR-1, BOR-2, BOR-3 and BOR-3A to this office no later than **September 1, 2011**. The column for FY 11-12 budgeted, and FY 10-11 budgeted should be completed and the column labeled FY 10-11 actual should be left blank. In addition to the one completed bound set, the BOR FORMS Excel workbook and BOR-5 Excel spreadsheet must be completed and e-mailed to lori.parker@la.gov.

Act 49 of the first extraordinary session of 1998 requires that the operating budgets shall contain, at a minimum, budgetary information on prior year actual revenues and expenditures. In order to comply with Act 49 it is requested that **formula institutions** submit to this office no later than **October 3, 2011**, ten completed bound copies of the BOR-1 through BOR-15 forms and the BOR-ATH-1 through BOR-ATH-3 forms with the FY 11-12 budgeted, FY 10-11 budgeted, and the FY 10-11 actual columns completed. At this time, we are requesting that the **non-formula units** provide us with ten completed bound copies of the BOR-1, BOR-2, BOR-3 and BOR-3A as completed as above.

The **non-formula units** will continue to request funds using the Division of Administration's budget forms. Ten copies of these budget requests are due in this office no later than **October 17, 2011**.

If you have questions concerning these matters, Lori Parker, Assistant Commissioner for Budget Analysis at 225-342-4253.